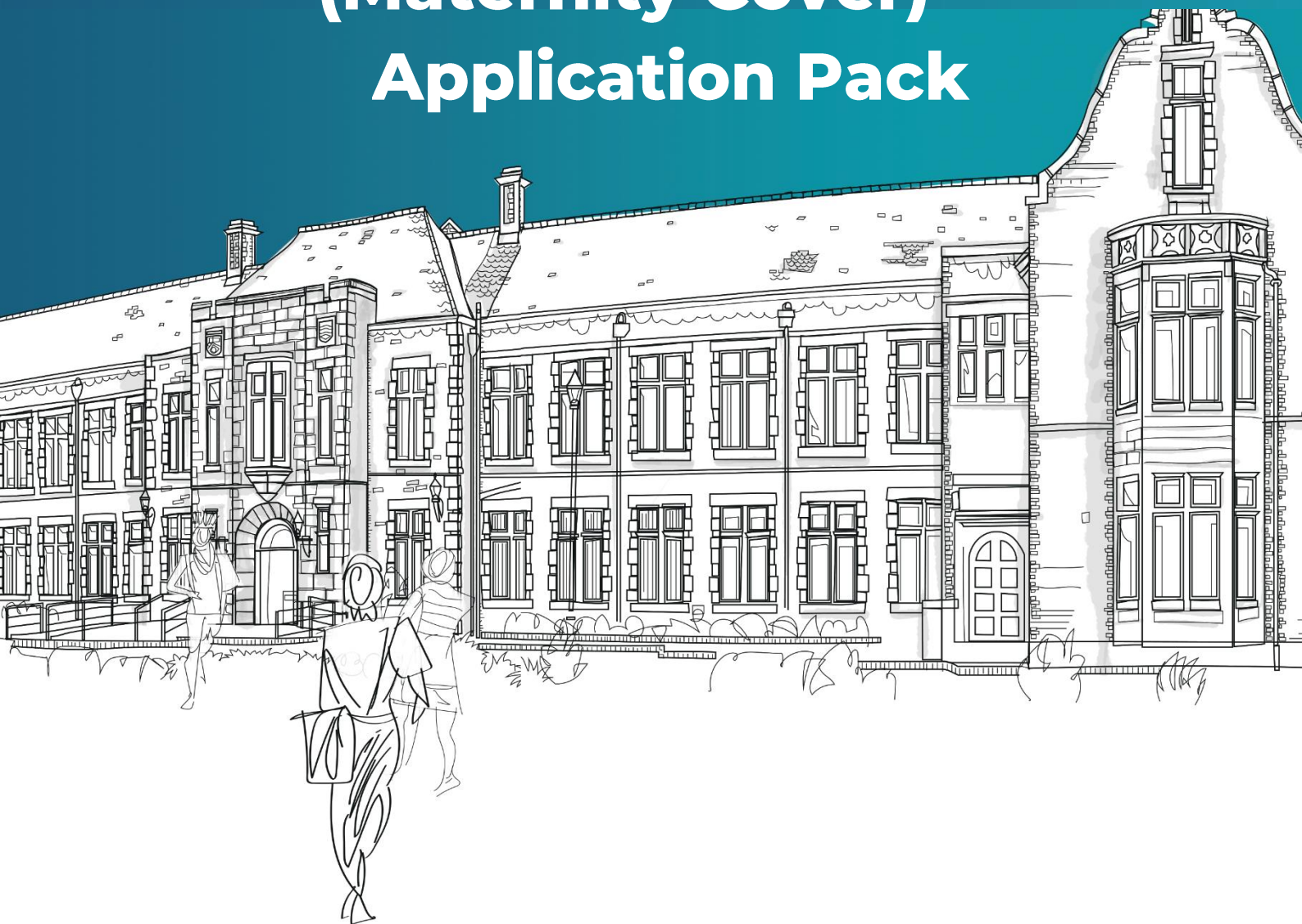


MONOUX SIXTH FORM COLLEGE

ESOL & Tutorial Officer (Maternity Cover) Application Pack





WELCOME FROM THE PRINCIPAL



Monoux College is a Sixth Form College serving a diverse population of learners. It is situated in the North East London Borough of Waltham Forest. The College is located on a single 17.5-acre site in Walthamstow. The main building is set back from the road in landscaped grounds, surrounded by two playing fields. The College serves a wide catchment area and approximately half of its students live in the neighbouring London Boroughs of Newham, Haringey, Hackney, Enfield and Tower Hamlets. Access to Central London is good via tube, rail and bus links.

In its most recent OFSTED visit the college was graded as 'Outstanding' in Personal Development' and 'Good' in all other categories, with particular emphasis on the high-quality teaching and positive student behaviour at the college. Our students often make excellent progress from where they were at GCSE, and we are ambitious about where they go next. "Students feel safe in all areas of the college" (OFSTED, November 2024).

There are currently approximately 1900 students at the college, all of them on full-time courses. Over 85% of the students come from minority ethnic groups living in London. The College curriculum provision includes a variety of GCE A/AS level subjects, T Levels, BTEC Level 2 and Level 3 subjects. All subjects are encompassed within one of the six learning pathways.

Building on a partnership that we have with London Borough of Waltham Forest to provide Year 11 education for recently arrived young people, including asylum seekers new to the Borough, the college now directly recruits 14-16-year olds around an admissions policy that complements local school provision. Many of these young people progress into the sixth form college, at either Level 1, 2 or 3.

After a number of years without options to develop our facilities, in the last one to two years, as a result of student number growth and the introduction of T Levels, the college has opened new teaching spaces for digital, health and science, as well as refurbishing the theatre for performing arts and conferencing spaces. We are planning improvements this year to other aspects of the college's infrastructure: the staff room, bathrooms and wi-fi, for example.

The College currently employs approximately 230 staff, around 120 of which are support staff. We have increased the number of teaching staff in response to continued growth.

We have created a unique learning community, which enables our students to develop personal attributes and skills alongside their academic or vocational qualifications, to prepare them for higher education or employment. Our mission is: Learn with Skill, Feel Connected, Design Your Future. These phrases provide headings for the 3 aspects of the Monoux Student Framework, our portrait of a college graduate that outlines attributes we seek to develop.

I have been the Principal of Monoux College since 2016. I am proud that the college now meets significantly higher standards in everything it does. We believe that much more is within sight, for example, building the technical curriculum, achieving more in our A Level provision, increasing our competitiveness, securing more employer links, building better facilities for students and supporting our valued staff through their professional journey.

We are always seeking to discover more, always striving to connect more.

Dave Vasse
Principal

ABOUT THE ROLE

We wish to appoint an ESOL & Tutorial Officer to provide pastoral and academic support to ESOL (English to speakers of other languages) and EAL (English as an additional language) students within our Monoux High School pathway. Monoux High School (MHS) is an alternative provision for year 10 and year 11 students who are newly arrived from another country and referred to us from Waltham Forest Local Authority. We have created a unique learning community, which enables our students to develop personal attributes and abilities alongside their academic qualifications.

As part of the role, we will require the successful candidate to oversee diagnostic testing and co-ordinate the delivery of the ESOL tutorial programme. You will need to work with the additional learning support team, college counsellors, guidance advisers and the careers team as necessary to ensure that students receive targeted support that may be required. You will also be required to liaise with teaching staff, parents, and other key contacts to ensure the delivery and monitoring of teaching, learning and pastoral support.

The Monoux High School pathway was graded as 'outstanding' during an inspection visit from Waltham Forest Local Authority during spring 2024. MHS always prioritises the needs of students, motivating them to work to the best of their ability to achieve the highest grades possible. The staff in the team are specialists in their subject areas, and they work exceptionally well together to support the students, and each other.

We are seeking only the best candidates who want to support the distinctive ethos of Monoux Sixth Form College. For this role you will need excellent subject knowledge and be committed to placing the student at the centre of your practice, coupled with the determination and energy to bring about continuous improvement.

HOW TO APPLY

If you are seeking a highly rewarding position within a successful college and are passionate about enriching the lives of students, please visit our website: <https://www.sgmc.ac.uk/jobs/> to 'view' to the job role. If you are already on the college website, you can 'view' the job role and click on 'Attachment' to view the application pack.

After reading the application pack, if you would like to apply, please click on the link on the Jobs Page: 'Download Application Form' to access the application form (parts 1 & 2). Please email your completed application form (parts 1 & 2) to: recruitment@sgmc.ac.uk

Closing date for applications: Wednesday 15th October 2025 by 10am

Interview Date: W/C Monday 20th October 2025

Start Date: As soon as possible

IMPORTANT INFORMATION

We have a strong commitment to safeguarding and promoting the welfare of children and young people and as such all staff and volunteers are expected to share this commitment. All appointments will be subject to an enhanced DBS clearance and pre-employment checks. Please be aware that if you are shortlisted for an interview, as part of our due diligence, we will carry out an online search.

Applicants are required to disclose any unspent convictions, cautions or warnings under the Rehabilitation of Offenders Act 1974. They are also required to disclose any adult cautions or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013 and 2020).

The amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on which convictions and cautions are considered 'protected' can be found on the Ministry of Justice Gov.UK website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

We do not accept CVs only for job applications.

We reserve the right to close a vacancy early if we receive sufficient applications which enable us to appoint a suitable candidate for the role. Therefore, if you are interested in this vacancy, we advise you to submit your application form (parts 1 & 2) as early as possible.

*We regret that we are unable to respond to every application. Therefore, if you do not hear from us within four weeks of the closing date, please assume your application has not been successful. **Previous applicants within the last six months need not apply.***

JOB DESCRIPTION

JOB TITLE:	ESOL & Tutorial Officer
REPORTING TO:	Director of Foundation Learning
SALARY:	£32,016 – 34,706 per annum (pro rata) (Actual salary £11,052 – 11,981 per annum), inclusive of Outer London Weighting
HOURS:	4 half days per week, 0.35 FTE, term time only
CONTRACT:	Fixed Term – Maternity Cover

Purpose:

- To be responsible for providing pastoral and academic support to ESOL/EAL students, and overseeing their diagnostic testing.
- To coordinate the delivery of the ESOL tutorial programme for the Monoux High School (MHS).

Main Responsibilities:

- Design and maintain a tutorial programme for the College's ESOL/EAL students whilst collaborating with appropriate staff members to ensure its successful delivery. To also take responsibility for the delivery of aspects of the tutorial programme.
- Responsible for carrying out diagnostic testing of new ESOL students and make recommendations for support for their development and academic progress.
- Ensure that life skills and enrichment (Talent Lab) activities are integrated into students' programme of study and arrange for delivery of bespoke sessions as required.
- Oversee the induction of new MHS students, liaising with other staff as necessary.
- Liaise with teaching staff, parents, and other key contacts to ensure the delivery and monitoring of teaching, learning and pastoral support.
- Deliver workshops, as well as one-to-one and small group study support for students within MHS.
- Develop external links with organisations to deliver workshops and seminars.
- Work collaboratively with the additional learning support team, college counsellors, guidance advisers and the careers team as necessary to ensure that students receive targeted support that may be required.
- Monitor attendance tracking information.
- Where required, to monitor personalised learning checklists (PLCs) and individualised learning plans (ILPs) for students and facilitate the updating of these documents, providing timely, relevant and accurate updates in relation to student progress.
- Where required, and in liaison with relevant external organisations, design Personalised Education Plans (PEPs) for students who are a Looked After Child (LAC).
- Where required, provide support staff class cover in the case of staff absences.
- To be flexible and responsive in all aspects of the post, undertaking duties as required.

This job description may be amended from time to time as business needs develop or change. Significant amendments will only take place following consultation with the post holder.

General Responsibilities:

- **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.

- **EQUAL OPPORTUNITIES** –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.
- Support the aims and ethos of the college and promote and work in accordance with College policy and practice
- Carry out any other duties commensurate with the general responsibilities of the post.
- To undertake and/or support the delivery of any training or development as required by the College.

PERSON SPECIFICATION

	Essential/ Desirable	Assessed by: A= Application T= Assessment I= Interview
Qualifications		
A-C or above in GCSE English and Maths, or equivalent	E	A
A degree or equivalent qualification	D	A
ESOL or EAL qualification	D	A
Experience		
Experience of working with and supporting young ESOL/EAL learners (range 14-18 years)	E	A/I
Experience of planning and creating resources for ESOL/EAL students	E	A/I/T
Experience of delivering workshops and /or tailored support to students	D	A/I
Experience of assessing the needs and learning requirements of ESOL/EAL students	E	A/I/T
Skills & Abilities		
Excellent communication skills, both verbal and written	E	A/I/T
Ability to use own initiative to solve problems	E	I/T
Good organisational skills and ability to manage multiple tasks and deadlines	E	I/T
Ability to work effectively as part of a team	E	I/T
Ability and confidence in using Microsoft IT packages in day to day work.	E	I/T
Knowledge and Understanding		
Knowledge of the barriers that can prevent students (particularly ESOL/EAL students) from making expected progress	E	I
Knowledge of the needs of ESOL/EAL students within an educational environment	E	I
An understanding of the issues around student safeguarding	E	I
Personal Attributes		
Emotionally intelligent and able to build trust with others	E	I
Committed to equal opportunities and the success of students	E	A/I

STAFF DEVELOPMENT

Ensuring that our staff have opportunities to develop both personally and professionally is very important to us. This is why we run a variety of developmental activities and ensure that each member of staff is able to discuss and plan their development objectives with their line manager regularly.

We offer numerous internal and external training opportunities. These can be related to your role or focus specifically on stretching your personal skills and knowledge, in alignment with college objectives.

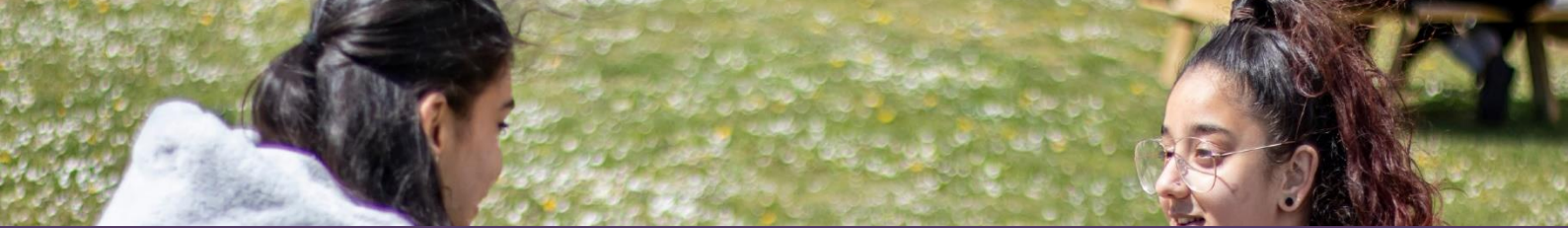
As an organisation that values creative thinking, your personal growth is just as likely to be a result of implementing new ideas, as it is from attending a course or conference.

You will be supported regardless of the stage in your career, from tailored programmes of support for new trainees, to substantial leadership development for managers. We also support staff in gaining professional qualifications to align with their job roles.



STAFF BENEFITS

- Competitive base salary
- Teachers' Pension Scheme – with a 28.68% employer contribution rate
- Local Government Pension Scheme – with a 15% employer contribution rate
- Ongoing professional development
- Enhanced Maternity / Paternity /Adoption leave schemes
- Free use of a range of sports and leisure facilities including on-site gym
- Discounted breakfast and lunch at our onsite cafeteria
- Discounted coffee at our onsite coffeeshop
- Blue Light discount scheme available for staff
- Staff EAP – with dedicated telephone counselling service
- Occupational Health Access
- Season ticket loans
- On-site free staff car park
- Cycle to Work scheme
- Staff wellbeing activities
- Discounted gym membership at Better Health Gym Group
- Free weekly exercise classes for all staff - including Yoga & Box Fit
- Eye care scheme
- Professional and fit for purpose working environments



CARE, SUPPORT AND WELLBEING

We ensure that not only do our students feel safe, confident, respected and valued, our staff do too. With an on-site HR department comprising of the Director of HR and 3 HR team members, their role is to ensure that staff are treated fairly and protected at work.

This year, work is being carried out to embed a new wellbeing policy and strategy, in line with whole college strategies. Members of the team are trained Mental Health First Aiders to ensure a mental health champion is on-site and available for all employees. The college also provides an Employee Assistance Programme, from which staff have access to counselling, financial advice, meditation, mindfulness tools, tips to manage stress, plus much more.

With an on-site gym and weekly exercise classes provided to staff at no extra charge, we strive to look after employee's mental and physical health. Working with an occupational health team, with support from Access to Work when required, our HR team can support our employees at work, make required reasonable adjustments when at work or when returning to work if they have been absent.

Monoux College has a range of HR policies to support a healthy work life balance, such as the flexible working and special leave policy, as well as a number of policies created to protect employees such as the Whistleblowing Policy and Bullying & Harassment Policy.

EQUALITY & DIVERSITY

At Monoux Sixth Form College, we are proud of the diversity of both our staff and students. We recognise that each individual has something unique and valuable to offer and strive to create a supportive environment where all staff and students can flourish and feel part of a community.

The College is committed to ensuring that no individual will be discriminated against. This includes, but is not limited to, the grounds of age, disability, race, gender, sexual orientation, marriage, pregnancy, religious belief or gender reassignment. All staff are expected to take responsibility in upholding this commitment.

GENDER PAY GAP REPORTING

The College has a firm commitment to ensuring that all staff are treated and rewarded fairly, irrespective of gender. We will report annually on our gender pay gaps, in line with specific information required under gender pay reporting legislation. Wherever possible, the College will take measures to eliminate or reduce any gender pay gaps.